

COMSCINST 5212.3C	COG CODE N002	DATE 16 JUN 1980
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DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
WASHINGTON NAVY YARD BLDG 210
901 M STREET SE
WASHINGTON DC 20398-5540

COMSCINST 5212.3C
M-11
16 June 1980

COMSC INSTRUCTION 5212.3C

To: The Staff of Commander, Military Sealift Command

Subj: DISPOSAL OF RECORDS IN MSC HEADQUARTERS

Ref: (a) SECNAVINST 5212.5B (Disposal of Navy and Marine Corps records)
(b) COMSCINST 5210.3

1. Purpose. To prescribe procedures for the disposal of COMSC records.

2. Cancellation. COMSC Instruction 5212.3B.

3. Information

a. In reference (a) the Secretary of the Navy published retention standards for naval records. Copies of reference (a) have been furnished all office heads and division directors for guidance. Additionally, reference (b) prescribes the microfilming application of records necessary for retention and referral.

b. Record disposal procedures require that the Records Transmittal and Receipt (SF 135) be prepared and submitted to the National Records Center (NRC) prior to the assignment of accession numbers. For control purposes the completed SF 135 will be furnished the Management Assistance Branch (M-112) as soon as completed.

c. Methods of handling classified and unclassified correspondence in MSC headquarters are:

(1) Classified. The official files for classified correspondence are centralized and maintained by the COMSC staff mail room. Because of the requirements of accountability and security of information, a central record is kept by the mail room of all official classified correspondence received or originated. Copies of such material are loaned to staff offices as required. Before retirement or disposal of any controlled classified correspondence, each

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staff office must return the correspondence to the records custodian in the Mail and Files Branch (M-113) for integration with the official files for the same period. The Mail and Files Branch (M-113) will then destroy or transfer this material in accordance with the established schedule.

(2) Unclassified. The official files for unclassified correspondence are decentralized. The bulk of the unclassified correspondence received by COMSC is given direct routing to the division or staff office concerned without retention of copies by the staff mail room. As a consequence, office heads and division directors are responsible for maintenance of the official files on correspondence pertinent to their functions, including the responsibility for the prompt disposal of such records in compliance with the established records disposal schedule prescribed by reference (a).

4. Action. Office heads and division directors will establish procedures for periodic review of their files to ensure compliance with the authorized retention periods prescribed by reference (a). Procurement and contract records will be cleared with M-7 prior to disposal. When records are ready for transfer, personnel designated by office heads or division directors shall:

- a. Return classified material to the mail room, and
- b. destroy or assemble for transfer the classified material in accordance with reference (a).

5. Transfer Procedures. In preparing records for transfer the procedure is as follows:

- a. Assemble records folders as maintained in the files by series, or consolidate records of similar subject matter if more convenient for future reference.

- b. Obtain records transfer cartons from the Office Services Division (M-14).

- c. Obtain copies of SF 135 (Records Transmittal and Receipt) from the Management Assistance Branch (M-112).

- d. Prepare original and three copies of the SF 135 and deliver to M-112. The original and two are forwarded to the NRC by M-112. One copy is retained in M-112 for record purposes. If the Records Center approves the transfer, a locator number and accession number will be entered on SF 135 and a copy of the form will be returned to COMSC.

- e. Prepare each carton by marking the box number on each carton in the upper right corner, such as 1/25, 2/25, 3/25, etc., and the word "COMSC" in the center of the box.

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f. The accession number will be taken from the SF 135 and entered on the carton in the upper left corner opposite the box number. A copy of the SF 135 will be placed in the first box and M-112 notified that the records are ready for pickup. The records will be moved to the loading platform the day of the scheduled pickup date.

6. Reference Service. The Federal Records Center will furnish reference service on records in their custody. The Management Assistance Branch (M-112) is the liaison representative for reference service to records at the Federal Records Center and the National Archives.

7. Withdrawal of Records

a. Records in the custody of the Federal Records Center or National Archives may be withdrawn for reference on a 30-day loan basis. The Mail and Files Branch (M-113) shall be notified when such records are to be recalled on a loan basis.

b. Requests for indefinite or permanent withdrawal of records from National Archives shall be made by the access representative to the Chief of Naval Operations (OP-09B). Justification is required. The Records Disposal Officer (M-112) is hereby designated access representative for MSC records.

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B. KEENER, III